



JEPPIAAR INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Self-Belief | Self Discipline | Self Respect

Kunnam, Sunguvarchatram, Sriperumbudur-631604



NO DUES FORM: ODD / EVEN SEMESTER FOR ISSUING HALL TICKET FOR SEMESTER END EXAMINATION

STUDENT NAME:

BRANCH:

REGISTER NUMBER:

YEAR/ SEMESTER

Subject Code	Subject Name	Name of the Staff	Class Notes	Internal Exam Marks (%)			Attendance (%)	Assignment Submission (Yes/No)	Staff Remarks	Staff Sign. with date
				Mid Term - 1	Mid Term - 2	Model Exam				
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							

Incharge Clearance Table:

Incharges	Remarks (Comments, Suggestions etc., if any)		Signature
	Observation	Record	
Lab- 1			
Lab - 2			
Lab - 3			
Counselor			
Year Incharge			
For Hostel Students			
Deputy Warden			

Admin. Office Table :

Item	Name of the Staff	Remarks	Signature
Fees Dues			
Library Dues			
Attendance Penalty Dues			

Follow the procedure as mentioned below:

1. Collect No dues form your respective counselor at least 10 days before the Hall Ticket issue date.
2. Fill the details in the heading, subject table and get sign from the respective class teachers.
3. Collect the signatures in the incharge table.
4. Fill the details in Admin. Office table with the help of Administrative Office.
5. Pay the dues and fill the receipt details to collect the signature from office staff against the payment.
6. Submit the approval to the Counselor to collect the Hall Ticket.

COUNCELLOR

HOD